



Position Description

Job Title:	Office Manager
Office:	Pembroke Dock, Wales
Employment Type:	Full Time, Employee
Salary:	To be negotiated
Start Date:	June 2018
Line Manager:	Dave Rigg, COO

Company Overview

Founded in 2012, Bombora is an award-winning ocean energy company from Western Australia and has recently established headquarters in Pembrokeshire, Wales. Our innovative mWave converters are designed to deliver environmentally friendly, large scale energy for national electricity grids. Bombora wave farms are intended to be deployed in coastal locations throughout the world. Bombora strives to create renewable energy solutions with a positive impact on our environment and our community.

Profile Description

Bombora is seeking a creative and energetic Office Manager to help generate and maintain a vibrant and productive work environment. This role will require great organisational and communication skills. The role will be based out of our recently established Pembroke Dock offices and will be key in supporting the delivery of our first mWave wave energy converter.

Main Responsibilities

- Administrative support to the Managing Director and COO
- Complete and maintain the office which will include the following:
 - Manage the office budget
 - Managing the office supplier contracts
 - Managing IT and IT suppliers
 - Implementing house rules
 - Manage all required office maintenance, safety assessments/checks.
 - Manage booking of all shared facilities
- Advise on marketing strategy
- Manage our website and social media presence
- Organise hosting of third parties, PR and social events
- Manage the recruitment process, the on-boarding of new staff and organisation of their new starter training
- Manage external enquiries



Qualifications & Experience

- An HND or degree in business administration, HR, marketing or management is preferable
- At least 5 years work experience
- Experience of managing contracts and suppliers in a high-performance environment
- Relevant experience of organising teams and engaging with senior level management
- Highly competent with Microsoft Office applications
- Experienced at using Cloud based document management systems
- Experience of marketing and managing social media campaigns
- Full and Current Drivers Licence

Required Competencies

- Good communication skills. Good spoken and written English
- Highly organised.
- Able to work as part of a team and organise own workload to meet deadlines
- Ability to work proactively and under instruction/guidance
- Good stakeholder engagement
- Positive, enthusiastic and with a good sense of humour

How to Apply

Applicants should submit an up to date CV together with a covering letter explaining why you are interested in the role and what relevant experiences you have. You should also provide names and addresses of two people that will act as your referees, one of which should be a business/professional contact. We will only approach them if you are invited to interview.

Applications should be emailed to recruiting@bomborawave.com. Please list the job title in the subject field. The closing date for applications is 11th May 2018.

Further Information

Bombora is an equal opportunities employer and has a proactive approach to parents with childcare responsibilities.

We also actively support Welsh language speakers and on request we can provide any of our documentation in Welsh. Please visit our website for further information.